I LOVE A CLEAN SAN DIEGO

COMMUNITY EDUCATION COORDINATOR

REPORTS TO: Director of Education
TYPE OF EMPLOYMENT: Full time, Non-Exempt
DEPARTMENT: Education
SALARY: $22/ hour

The **Community Education Coordinator** will be responsible for supporting ILACSD's Education Department to implement its community education programs, contracts, grants, and events. This staff member will support the organization's public education programs which includes creating and developing content as well as conducting outreach to recruit participation in presentations, workshops, webinars, booths and community events to a variety of audiences including clubs, community organizations, companies, and the general public throughout San Diego County.

The **Community Education Coordinator** also serves as a public-facing ambassador for ILACSD and regularly delivers engaging environmental presentations, workshops, and educational programs to audiences of all ages and backgrounds, including youth, families, community groups, businesses, and adult learners. The role develops and presents educational and social media content that promotes sustainable behaviors, low-waste living, recycling, composting, and environmental stewardship throughout San Diego County. This role is responsible for the coordination, facilitation, and development of public education programs along with the training and support of Environmental Education staff. Bilingual (English/Spanish) applicants are highly desired for this role to support effective community engagement and education across San Diego's diverse audiences.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Areas of Responsibility:
Develop and Lead Public Education Programs for the Community - 65%

- Coordinate and implement contract and grant programs within ILACSD's Education Department
- Research, schedule, and market adult focused environmental workshops, webinars, presentations and booths focused on stormwater pollution prevention, watershed education, zero waste, and recycling, among others. Audiences can include community groups, faith-based organizations, college classes, and more
- Manage internal systems to schedule programs and staff
- Serve as a confident public speaker and representative of ILACSD at community events, social media content, conferences, meetings, and public forums
- Deliver an average of 2 programs per week; volume dependent on time of year and team needs
- Develop creative program content including workshop activities, PowerPoint slides, talking points, and others as needed adapting to audience needs to ensure attendee engagement
- Adapt presentations and workshop materials to effectively engage diverse audiences with varying levels of environmental knowledge
- Design and prepare visually engaging materials for upcoming events, workshops and webinars, including registration pages, social media images, handouts, and flyers

Event and Administrative Program Support- 20%

- Develop and maintain positive relationships with stakeholders, including community groups/organizations, collaborators, civic organizations, clubs, corporations, and governmental agencies

- Attend organization meetings, community events, and partner meetings to support Education Department priorities
- Utilize stakeholder feedback and other data to propose program development for continued growth, increased impact, and adapting to emerging needs from communities
- Track and report delivered and scheduled programs toward achievement of goals and objectives
- Synthesize data and conduct analysis of evaluations to document program impacts
- Prepare and edit documents, such as emails, reports, flyers, and instructional documents
- Support and deliver organization wide events and programs (Kid's Ocean Day, countywide cleanups, youth presentations etc.) as needed with priority to Education Department support throughout the year

Staff Support and Training- 15%

- Lead teams in executing programs such as workshop elements, event setup and breakdown, education activities, and presentations
- Manage the maintenance and care of department supplies, including inventory, purchasing, and proper and timely storage
- Lead sections of Education Department in services and create cohesive trainings for team members on topics like audience engagement, public speaking, current environmental topics etc.
- Review feedback forms submitted by attendees and staff and utilize to improve programming
- Other duties as assigned to support the ILACSD team

What Success Looks Like:

- Manage and oversee execution of 100+ adult presentations, workshops, webinars, booths, and events per year across San Diego County
- Improve programs and processes to increase effectiveness and program engagement/participation
- Maintain organized records of all activity, including past and future event schedules, progress, and deliverables completed. Keep track of multiple priorities, deadlines, and requirements effectively
- Effective storytelling in communications (ex: reports, program development proposals) that share the benefit of our programs, impact on community members, and connect to our mission
- Increase community engagement and inspire action through innovative education programs
- Deliver engaging presentations that consistently receive positive participant evaluation scores and inspire measurable environmental action.
- Support education staff to foster long term professional development and program delivery
- Build partnerships and positive long-standing relationships with community groups, organizations and program participants
- Timely and effective communication within the department and across the organization

Core Competencies:

- Eager to take initiative to creatively solve problems independently.
- Flexible and proactive self-starter in a hybrid work environment, emphasis on open and efficient communication
- Strengths in program development and creativity
- Experience with Canva and creating visually engaging materials such as flyers, slides or lesson plans
- Project management skillset including planning, organization and time management
- Knowledge of environmental challenges facing San Diego County, especially waste and recycling issues
- Effective written and spoken communication skills, including strong public speaking skills, for diverse audiences in various settings including booths, presentations, workshops and virtual webinars
- Experience working with youth and community audiences in educational, community, or public-facing settings

- Flexibility and adaptability to manage multiple projects and deadlines independently
- Ability to work well independently and on a team

Qualifications and Skills:

- Bilingual (English/Spanish) applicants are highly desired for this role to support effective community engagement and education across San Diego's diverse audiences (see Bilingual Pay section below)
- Community education and/or environmental background/experience
- Event planning experience preferred
- Proven ability to educate, inspire, and empower behavior change among community members of all demographics
- Reliable transportation; ability and willingness to travel across San Diego County for programs
- Typical start and end times in line with business hours with occasional evening work for events and programs as needed
- Ability to represent ILACSD professionally and accurately in public-facing and community settings. Expected to work between 1-2 Saturday events per month (typically 8-hour shifts)
- Proficient with Microsoft Office, especially Outlook, Excel and Word
- Ability to confidently facilitate educational programs for groups ranging from small community gatherings to large public audiences
- Ability to successfully complete a post-offer background check
- Proof of TB (tuberculosis) test for school settings (ILACSD covers cost if needed)
- Ability to move equipment weighing up to 50 lbs. to off-site locations and occasionally remain stationary for long periods at a time
- Frequent solo work in classrooms, public spaces and community event settings

BENEFITS & PERKS

- $22/ hour
- Access to an onsite gym with modern equipment for training and wellness
- Access to an onsite golf simulator for recreation and team-building
- Mileage reimbursement at the current California reimbursement rate
- Paid Time Off: 15 days accrued annually, based on tenure
- Generous paid holiday schedule, including a full day of Birthday PTO
- Employer sponsored health and dental plans (PPO)
- Hybrid work schedule, dependent on program needs
- 403(b) retirement program with employer match after 90 days
- Professional development opportunities to support continued learning and growth
- A collaborative, mission driven work environment

Bilingual Pay – Spanish/English

Spanish language proficiency is not a requirement for this position. Candidates who are bilingual in English and Spanish may be eligible for a bilingual pay differential. Employees receiving the differential are expected to use their language skills in support of ILACSD's programs and community engagement efforts, which may include communicating with Spanish-speaking community members, supporting outreach efforts, and developing or reviewing Spanish-language materials.

Eligibility for the bilingual differential is subject to successful completion of a proficiency assessment and assignment of relevant job duties. Additional details regarding the differential and assessment process will be provided during onboarding.

I Love A Clean San Diego is a values-driven organization. It is essential all team members exhibit the following core values and office culture:

Core Values:

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

Office Culture:

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local law.

HOW TO APPLY: Please fill out the application and attach a resume and cover letter by following this link: HERE
Application closes on December 1, 2026. Early applications are encouraged as candidates will be reviewed on a rolling basis.